

**From:** [Kristi Reece](#)  
**To:** [Danette Quick/MO/R8/USEPA/US@EPA](#)  
**Cc:** [Scott Brown/MO/R8/USEPA/US@EPA](#)  
**Subject:** Re: Interagency Agreement  
**Date:** 03/25/2010 11:15 AM  
**Attachments:** [1610-1 - Final Document.pdf](#)

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Hi Danette - thanks for sending us your format. We all use different ones so it makes it tuff to try and get these things kicked off the ground. The document that I sent was only an example of a prior agreement that we had with Bureau of Rec. Paul was the lead on that project, that is why his info was there. Bret will be the lead on this one and I provided his information in the email message along with his phone/fax numbers.

Once we agree on a scope of work, and budget I will initiate with our grants and agreements expert this form along with the other two documents and they will work directly with you on getting all the correct information, regarding mailing addresses etc. BUT, with all inter agency agreements, William Helin has to sign on our behalf, so that is the DC address on the example that I sent to you.

After our team call today and further discussion with Scott this afternoon, we hope that we all can come to agreement on costs, delivery and expectations on both our agencies. We look forward to working with EPA.

I will stay in touch with you as we progress. Thanks again. Do you know with your Agency how much time it takes for review and signatures? It's anywhere from 2-3 weeks on our side once we agree, to get all the signatures and legal documents reviewed and in place?



**Quick.Danette@epamail.epa.gov**

03/25/2010 09:55 AM

To Kristi Reece <[kreece@fs.fed.us](mailto:kreece@fs.fed.us)>  
 cc Brown.Scott@epamail.epa.gov  
 Subject Interagency Agreement

Hi Kristi--

Thank you so much for the information. I do have a couple of questions.

I just want to make sure that I have the correct information for our form below. On the Interagency Acquisition that you sent, the address being used is the Washington DC address. Should that be the address that we use since the agreement will be signed by the Director in DC? Also, I'm not sure why you sent Paul's information if Bret is going to be the Technical Representative or on our form, the Project Officer? Is Paul's information just for Scott for future reference?

I have attached EPA's Interagency Agreement Form. Please look at the budget categories on Page 2 and let us know what the budget will look like. Scott has indicated that \$160,000 is available at this time for Phase I and Phase II and maybe some of Phase III.

(See attached file: 1610-1 - Final Document.pdf)

If you have any questions, please contact me.  
Thank you.  
Danette

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<div>United States Environmental Protection Agency Washington, DC 20460</div> <div>EPA Interagency Agreement/ Amendment Part 1- General Information</div>					1. EPA IA Identification Number			2. Funding Location by Region			
					3. Other Agency IA ID Number (if known)			4. Program Office Abbreviation			
					5. Type of Action						
6. Name and Address of EPA Organization					7. Name and Address of Other Agency						
8. DUNS: 029128894			9. BETC:		10. DUNS:			11. BETC:			
12. Project Title & Description											
13. EPA Project Officer (Name, Address, Telephone Number)          E-Mail: FAX:					14. Other Agency Project Officer (Name, Address, Telephone Number)          E-Mail: FAX:						
15. Project Period					16. Budget Period						
17. Scope of Work (See Attachment A)											
18. Employee/Tax ID No. 520852695			19. CAGE No: 347A4			20. ALC: 68-01-0727					
21. Statutory Authority for Transfer of Funds								22. Other Agency Type			
23. Revise Reimbursable Funds and Direct Fund Cites (only complete if applicable)											
		Current Funding			This Action			Amended Total			
Revise Reimbursable (in-house)											
Direct Fund Cite (contractor)											
Total											
Funds		Previous Action			Amount This Action			Total Amount			
24. EPA Amount											
25. EPA In-Kind Amount											
26. Other Agency Amount											
27. Other Agency In-Kind Amount											
28. Total Project Cost											
29. Fiscal Information											
Treas. Symbol	DCN	FY	Appropriation	Budget Org	PRC	Object Class	Site/Project	Cost Org	Ob/De-Ob Amt		

<b>PART II - Approved Budget</b>				EPA IA Identification Number
30. Budget Categories	EPA Itemization of All Previous Actions	EPA Itemization of This Action	In-Kind Itemization of This Action	Itemization of Total Project Cost to Date
(a) Personnel	\$	\$	\$	\$
(b) Fringe Benefits				
(c) Travel				
(d) Equipment				
(e) Supplies				
(f) Procurement/Assistance				
(g) Construction				
(h) Other				
(i) Total Direct Charges	\$	\$	\$	\$
(j) Indirect Costs – <i>Please check appropriate box.*</i>				
1- <input type="checkbox"/> Charged - Amount: \$ _____ Rate: _____ % Base: \$ _____				
2- <input type="checkbox"/> Not Charged: Funds-In: Not charged by EPA Amount: \$ _____ Funds-Out: Not charged by Other Agency o Estimate by Other Agency Amount \$ _____ o Estimate by EPA Amount \$ _____				
3- <input type="checkbox"/> Exempt (Working Capital Fund, Shared Services, etc)				
(k) Total (EPA Share: _____ %)				
(Other Agency Share: _____ %)	\$	\$	\$	\$
31. How was the IDC Base calculated?				
32. Is equipment authorized to be furnished by EPA or leased, purchased, or rented with EPA funds? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> (Identify all equipment costing \$1,000 or more)				
33. Are any of these funds being used on extramural agreements <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span>				
Type of Extramural Agreement <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Procurement (Includes Small Purchase Order)				
Contractor/Recipient Name (if known)	Total Extramural Amount Under This Project		Percent Funded by EPA (if known)	
<b>PART III - Funding Methods and Billing Instructions</b>				
34. <input type="checkbox"/> Funds-Out Agreement <input type="checkbox"/> Disbursement Agreement <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Upon Completion of Work <input type="checkbox"/> Repayment <input type="checkbox"/> Advance <input type="checkbox"/> Allocation- Transfer-Out	<p><b>Funds-Out Agreement</b> - Request for repayment of actual costs should be submitted via IPAC (to ALC-68-01-0727) or SF 1080 to the Cincinnati Finance Center, 26 W. ML King DR., Cincinnati, OH 45268-7002</p> <p><b>Advance</b> - Only available for use by Federal agencies on working capital fund or with appropriate justification of need to this type of payment method. Unexpended funds at completion of work should be returned to EPA via IPAC. Quarterly cost reports should be forwarded to the Financial Management Center, EPA, Cincinnati, OH 45268-7002.</p> <p><b>Allocation – Transfer-Out</b> - Used to transfer obligational authority or transfer of function between Federal agencies. Must receive prior approval by the Office of the Comptroller, Budget Division, Budget Formulation and Control Branch, EPA Headquarters. Forward appropriate reports to the Financial Reports and Analysis Branch, Financial Management Division, 2733R, EPA, Washington, DC 20460.</p>			
35. <input type="checkbox"/> Funds-In Agreement/ Reimbursement <input type="checkbox"/> Repayment <input type="checkbox"/> Reimbursement Agreement <input type="checkbox"/> Advance <input type="checkbox"/> Allocation Transfer-In				
Other Agency's Billing Address (Include Agency Location Code or Station Symbol Number)	Other Agency's Billing Instructions and Accounting Data			

<b>Part IV - Acceptance Conditions</b>	EPA IA Identification Number
36. Terms and Conditions (See attached terms and conditions, Attachment B.)	
<b>Part V - Offer and Acceptance</b>	
<p>Note 1) For Fund-Out actions, the agreement/amendment must be signed by the other agency official in duplicate and the one original returned to the Grants and IA Management Division for Headquarters agreements or to the appropriate EPA Regional IA administration office within 3 calendar weeks after receipt of within any extension of time as may be granted by EPA. The agreement/amendment must be forwarded to the address cited in Item 29 after acceptance signature.</p> <p style="padding-left: 40px;">Receipt of a written refusal or failure to return the properly executed document within the prescribed time may result in the withdrawal of the offer by EPA. Any change to the agreement/amendment by the other agency subsequent to the document being signed by the EPA Award Official, which the Award Official determines to materially alter the agreement/amendment, shall void the agreement/amendment.</p> <p>2) For Funds-In actions, the other agency will initiate the action and forward two original agreements/amendments to the appropriate EPA program office for signature. The agreements/amendments will then be forwarded to the appropriate EPA IA administration office for acceptance signature on behalf of the EPA. One original copy will be returned to the other agency after acceptance.</p>	
EPA IA Administration Office (for administrative assistance)	EPA Program Office (for technical assistance)
37. Organization/Address  U.S. Environmental Protection Agency FISB/Grants and IA Management Division (3903R) 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460	38. Organization/Address
<b>Certification</b> All signers certify that the statements made on this form and all attachments thereto are true, accurate, and complete. Signers acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.	
Award Official on Behalf of the Environmental Protection Agency	
39. Signature	Typed Name and Title  Date
Authorizing Official on Behalf of the Other Agency	
40. Signature	Typed Name and Title  Date